

### **Questions asked during Outreach presentation**

Q1 – What is the contact info for the Small Business Liaison

A1 – Amanda Himes, (559) 444-2585, [Amanda.Himes@dot.ca.gov](mailto:Amanda.Himes@dot.ca.gov)

Q2 – Is the Caltrans Cultural Resource Database available for all consultants?

A2 – This is an internal database and only available for the awarded consultant after contract execution.

Q3 – What is the long-term mitigation?

A3 – One-year replanting, ecology, & partnership with conservation agencies to fulfil an environment commitment that is required by an environmental document or other permit agreement. Long term mitigation includes but is not limited to, the repair and restoration of areas disturbed by construction activities; the acquisition, restoration and long term maintenance of offsite locations.

### **Questions discussed during Q&A Session**

Q4 – Does AICP (American Institute Certified Planner) Certification count towards Environmental/Generalists education?

A4 – Since this is not being requested for in the scope of work of contract nor is it referenced in the SER, as such the AICP certification will not count towards this solicitation scoring.

Q5 – Are Native American monitors required to be included in Statement of Qualifications and Cost Proposal?

A5 – Yes, it is required for in the RFQ and will be mentioned in the scope of work. As such It will also be required in the Cost Proposal.

Q6 – Most Tribes do not have an overhead rate/ancillary services. Is this a change in policy when evaluating?

A6 – This is a Qualification based selection and cost has never been a factor when evaluating or ranking of teams. During cost negotiations, we will negotiate a fair and reasonable hourly rate for subject services as a Sole Proprietor.

Q7 – Can you confirm that DBE goal will be 10%? Any SBE or DVBE goals?

A7 – The DBE goal is estimated at 10% however it is subject to change. Prime consultants are highly recommended and encouraged in conducting good-faith effort; reaching out to DBE certified firms. If the Rank 1 team does not make the goal, then DPAC will work with OBEO to help review your case reasoning as to why the goal was not met. OBEO will review your Good Faith effort in their decision making. This contract is Federally funded, and as such does not require any DVBE goals.

Q8 – For Cultural Resources contract, what is the percentage mix of work (archeological, historical, Native American monitoring, Generalist)?

A8 – This is an on-call contract and is not project specific. We will provide an EA and projects list and will updated it accordingly along the life of the contract. Although there is no percentage, much of the work is prehistoric archeology. Native American monitoring will be utilized on projects listed in the RFQ.

Q9 – For Cultural Resources contract, what are the specific projects or type of projects included?

A9 – The specific projects will be identified in the RFQ.

Q10 – For Cultural Resources contract, are there staff augmentation/staff assistance (on-site/off-site)?

A10 – Staff Augmentation is now known as Staff Assistance. Yes, there will be some on & off site staff assistance required.

Q11 – For the Environmental Generalist contract, what is the role of the Construction Liaison?

A11 – Generally, they are there to make sure mitigation measures are applied during construction. The liaison will work with the Resident Engineer (RE). They are the bridge between the Environmental Specialists and the Engineers.

Q12 – If a subcontractor is working on obtaining their DBE certification (certification pending) at the time of bid, will they be recognized as a DBE?

A12 – At the time of award as Rank #1, DPAC will forward Rank # 1's SOQ package to OBEO for certifying to meet RFQ requirements. During OBEO's review, if the Rank #1 team is NOT certified, then the Good Faith Efforts will be reviewed and judgment will be rendered accordingly.

Q13 – If a subcontractor receives DBE certification after contract award, will they count towards DBE?

A13 – Assuming the top rank firm gets certified to meet the RFQ requirements (see response to Question 12 above), then If a sub-consultant gets certified as DBE after contract execution, then their work will count towards the DBE percentage.

Q14 – Can subcontractors be added after the contract is awarded?

A14 – Yes, the prime can add subcontractors but only if it can show that the current team of subcontractors are not able and are not capable to handle the workload. All required documentation must be forwarded to the Contract Manager for approval. Another option would be to add people through the personnel request form.

Q15 - What can help ease the process of a Small business that currently only uses Safe Harbor Rates move towards obtaining Federally audited rates? What steps can a small business take to prepare for an audit?

A15 – See guidance provided at the DPAC web site (<http://www.dot.ca.gov/dpac/ae/doc/audit-guide-letter.pdf>) and in the AASHTO Uniform Audit & Accounting Guide and utilize the Appendix A (checklist for CPA) within to assist and guide you in your accounting needs and help prepare for a FAR compliant Indirect Cost Rate (OH) schedule . You can also review Appendix B (questionnaire) for additional assistance.

Q16 – Can a small business be a prime consultant?

A16 – Yes. AS long as they meet the RFQ requirements and pass the qualification based selection criterion.

Q17 – Is there a published listing of upcoming RFQ solicitations?

A17 – Yes. Please see the Look-Ahead report on the DPAC web site listing upcoming RFQ solicitations (Upcoming RFQs within 6 months) along with their approximate advertisement dates.

Q18 – Where are existing contracts' expiration dates posted?

A18 – For the replacement contracts, the expiration dates are found in the existing contract at <http://www.dot.ca.gov/dpac/viewaexecutedcontracts.html>

Q19 – What are conflict of interests?

A19 – There is a 12-month ban, a 2 year ban and a lifetime ban for various former Caltrans employees depending on their roles performed during employment. It is the consultant's responsibility to fully identify and disclose this information.

Q20 – What can be said about employee retention plans?

A20 – Each firm may have its own employee retention plan. Caltrans will ask for a retention plan in the SOQ to assist towards staff availability.

Q21 – How does Caltrans police subcontractors who are exclusive versus those who are on many teams?

A21 – Caltrans does not monitor nor enforce common sub-consultant team makeup for any conflict. For the purposes of the interview, DPAC may schedule interviews for teams with common subs back to back.

Q22 – What is the fee range?

A22 – The Fee range has been increased to be between 9% to 11%.